

The Carle Foundation

IRB Policy 201

Subject	Management of IRB		
Approval	Dec 2006	Review	Sep 2010
Revision	Apr 2010		
Scope	These policies apply to IRB membership.		
Purpose	To provide general directions for the management of the Carle IRB.		

Statement of Policy

1. The management of the IRB and oversight of IRB activities, communications, and other administrative details are the responsibility of the Director of Human Subject Protection.

Specific Policies

1. Nominations
 - a. Nominations for new IRB members may be made by anyone. Nominations should be made to the IRB Chairperson, the Medical Director of Research, or the Vice-President of Research and Education.
2. Appointments
 - a. IRB membership appointments will be made in accordance with applicable regulations per 45 CFR 46.107
3. Term
 - a. Members, including the Chairperson, will serve on the IRB for a term of two years. A term will coincide with the fiscal year of CFH. Reappointment for additional terms may occur, by mutual agreement of the IRB Chairperson and the Medical Director for Research, or the IRB member may be replaced at the end of the term.
4. Resignations and Removals
 - a. A member may resign before the conclusion of his/her term, or a member may be removed for cause by the Institutional Official in consultation with the IRB Chairperson and/or Medical Director of Research. The vacancy will be filled as quickly as possible. Replacement members will, to the extent possible, provide the same or similar expertise as the resigning member.
5. Compensation
 - a. IRB membership by Carle Foundation Hospital staff is considered a component of their job responsibilities as established by their supervisors. Regular members and voting alternates who are not affiliated with Carle Foundation Hospital shall receive reimbursement for parking and other miscellaneous expenses upon request.
6. Liability Insurance
 - a. Regular and alternate members have liability insurance coverage as part of their IRB membership in their capacity as agents of the Carle Foundation Hospital.

Reference

45 CFR 46, 21 CFR 56 and Carle IRB Policies

Electronic Approval On File

*Approved by IRB Board Aug 2010

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